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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff DATE: 17 May 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #20
11 May through 17 May 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Orientation and Briefing

(1) On Tuesday, 8 May, the Chief, OB, conducted the Twenty-first CIA Review Program. There were eighteen in attendance.

(2) On Thursday, 10 May, the CIA Introduction Program was conducted for 59 people from the following components: DD/P - 9; DD/I - 7; DD/S - 43.

(3) The monthly Dependents' Briefing Program was conducted on 14 - 15 May.

25X1 b. Basic Orientation

(1) Members of the Basic Orientation staff met on Tuesday, 8 May, to discuss refinements in the proposed two-week schedule. Assignments were made to staff members for preparation of lecture outlines and reading materials. It is expected that this new program will be in effect beginning 2 July. In accordance with proposed changes, certain modifications will be made in Basic Orientation #30. The lecture Indications Intelligence will be dropped, and the lectures Production of Current Intelligence and Production of National Estimates will be added.

(2) In view of his added responsibilities for the preparation of the Communism and the USSR phase of the new program in Communism, [redacted] 25X1
25X1 [redacted] has been relieved of his responsibilities in the intelligence phase of the Basic Orientation course.

c. Clerical Training

(1) During the week of 8 May there were 18 people in Clerical Induction Training and 15 in Clerical Orientation.

25X1 (2) [redacted] left the Clerical Training staff on 11 May to accept a position in the office of the Registrar/OTR. [redacted] 25X1
25X1 [redacted] has taken over the position of secretary to the Chief, Clerical Training.

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d. Management Training

(1) Basic Management #25 began on Monday, 14 May, with 14 students, GS-12 to GS-15. Twelve of these are from DD/S offices.

(2) Two presentations of a special Management Course for SR Division are scheduled for 28 May to 8 June and 11 - 22 June. Cases and course material are being prepared. This special course will probably necessitate either rescheduling or cancelling Basic Management #26 (GS-11 to GS-13). For this reason three GS-12's were admitted to Basic Management #25. The Registrar and all major users of Basic Management have been notified of this possibility.

(3) The Management Conference for the AD/SI and branch, management, and division chiefs has been postponed until 1 - 5 October.

e. Administrative Training

(1) A request for leave without pay until 1 November 1956 was received from [redacted] Mr. Baird agreed that this position could be double-slotted. [redacted] of the Director's office has evidenced an interest in the position and hopes to obtain her release in time to enroll in Operations Support beginning 28 May.

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(2) One copy each of the Finance Handbook has been sent through DD/S and DD/P for final approval and coordination.

(3) The Basic Tradecraft Manual will be submitted to Reproduction on 17 May. Supplements to the manual will consist of: (1) Objective Tests, (2) Tradecraft Bibliography, and (3) Graphic Training Aids.

f. Personnel Notes

X

(1) [redacted] became engaged to [redacted] during this past week.

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(2) [redacted] will begin a 15-day tour of active duty with the Army on 3 June.

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[redacted]

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